Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Hop Commission - Office# 100	Accounts Payable  Provides a record of requests, orders, invoices, travel vouchers	89-10-45024 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	and other administrative business transactions.  Accounts Payable  Provides a record of requests, orders, invoices, ravel vouchers and other administrative business transactions.	90-01-45642 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Agreements and Contracts  Documentation which provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the commission.	89-10-45028 Rev.0	TERMINAT ION OF CONTRAC T	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Agreements and Contracts  Documentation which provides a record of those persons, companies, associations and organizations who are authorized by contract or agreement to perform various services for the commission.	90-01-45646 Rev.0	TERMINAT ION OF CONTRAC T	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Annual Reports  Provides a yearly record of commission activities.	89-10-45031 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	Annual Reports  Provides a yearly record of commission activities.	90-01-45649 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Archival OFM
Hop Commission - Office# 100	Assessments and Collections  Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.		FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR
Hop Commission - Office# 100	Assessments and Collections  Documentation providing a record of moneys received from industry to satisfy statutorily mandated assessments to be used for research, promotion and operational costs; also the investigation of unfair trade practices.	89-10-45023 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OPR

Hop Commission -	Banking Records	90-01-45639	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OPR
	Cancelled and voided checks, bank statements, reconciliation						
	reports, deposit and withdrawal records and other						
	documentation pertaining to the banking activites of the commission.						
Hop Commission -	Banking Records	89-10-45021	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100	Barming Reserve	Rev.0	YEAR	72 101011110	o monare	o rouro	OPR
	Cancelled and voided checks, bank statements, reconciliation						-
	reports, deposit and withdrawl records and other documentation						
	pertaining to the banking activities of the commission.						
Han Camminaian	District Warden are are	00 40 45000	FICOAL	70 Mandle -	0.04 41	C )/	Niam Analaissal
Hop Commission - Office# 100	Budget Workpapers	89-10-45026 Rev.0	FISCAL YEAR	72 Months	0 Months	6 Years	Non-Archival OFM
Office# 100	Provides a record of yearly budget projections and operationg	Rev.u	TEAR				OFIVI
	expenditures.						
Hop Commission -	Budget Workpapers	90-01-45644	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OFM
	Provides a record of yearly budget projections and operationg expenditures.						
Hop Commission -	Elections	89-10-45029	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OFM
	Documents election proceedings and appointments made of						
Hop Commission -	persons to serve as members of the board.  Elections	90-01-45647	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100	Elections	Rev.0	YEAR	12 MOHUIS	0 Months	0 rears	OFM
01110011 100	Documents election proceedings and appointments made of	1.00.0	1 = 7 (1 )				OI W
	persons to serve as members of the board.						
Hop Commission -	Financial Reports	89-10-45025	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OFM
	Provides an annual summary of cash receipts and expenditures.						
Hop Commission -	Financial Reports	90-01-45643	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OFM
	Provides an annual summary of cash receipts and expenditures.						
Hop Commission -	History, Washington Hop Commission	89-10-45038	Termination	72 Months	0 Months	6 Years	Archival
Office# 100		Rev.0	of				OFM
	Historical documentation of the formation and organization of		Commissio				
11	the Washington State Hop Commission.	00.04.45050	n	70.14 "	0.14. ()	0.1/	A 1
Hop Commission - Office# 100	History, Washington Hop Commission	90-01-45656	Termination	72 Months	0 Months	6 Years	Archival OFM
Office# 100	Historical documentation of the formation and organization of	Rev.0	of Commissio				OFIVI
	the Washington State Hop Commission.		n				
	the tracinington diate flop commission.	l				<u> </u>	

Hop Commission -	Lease / Rental Agreements	90-01-45654	TERMINAT	72 Months	0 Months	6 Years	Non-Archival
Office# 100	2000 / Norman / Igroom onto	Rev.0	ION OF	72 Wortho	o ivioriti	o rouro	OPR
	Documentation which gives a detailed record of the lease of		CONTRAC				
	properties to house the commission.		Т				
Hop Commission -	Lease/Rental Agreements	89-10-45036	TERMINAT	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	ION OF				OPR
	Documentation which gives a detailed record of the lease of		CONTRAC				
	properties to house the commission.		T				
Hop Commission -	Legislation File	89-10-45032	FISCAL	72 Months	0 Months	6 Years	Archival
Office# 100		Rev.0	YEAR				OPR
	To provide a record of legislative activities concerning						
	administrative orders and changes and/or amendments to the						
	Revised Code of Washington pertaining to the commission.						
Hop Commission -	Legislation File	90-01-45650	FISCAL	72 Months	0 Months	6 Years	Archival
Office# 100	Logislation i lic	Rev.0	YEAR	72 10011113	0 Months	0 rears	OPR
01110011 100	To provide a record of legislative activities concerning	1.00.0	1 = 7 (1 )				0110
	administrative orders and changes and/or amendments to the						
	Revised Code of Washington pertaining to the commission.						
	5 1 5						
Hop Commission -	Litigation and Legal Matters	90-01-45651	FISCAL	72 Months	0 Months	6 Years	Archival
Office# 100		Rev.0	YEAR				OPR
	Correspondence and other documentation pertaining to legal						
	matters that involve the commission. Includes correspondence						
	with the Washington State Attorney General Office.						
Hop Commission -	Litigation and Legal Matters	89-10-45033	FISCAL	72 Months	0 Months	6 Years	Archival
Office# 100	Engalon and Logar Mattoro	Rev.0	YEAR	72 Wortho	o monano	o rouro	OPR
J50	Correspondence and other documentation pertaining to legal	1.0	,				
	matters that involve the commission. Includes correspondence						
	with the Washington State Attorney General Office.						
	·						
Hop Commission -	Meeting Minutes	90-01-45648	FISCAL	72 Months	0 Months	6 Years	Archival
Office# 100		Rev.0	YEAR				OPR
	To provide a record of regular, annual and other special						
Han Camaraia ai ar	meetings held by the commission.	00 40 45000	FICCAL	70 M	O Ma :- 41	C V	A male in red
Hop Commission - Office# 100	Meeting Minutes	89-10-45030	FISCAL	72 Months	0 Months	6 Years	Archival OPR
Office# 100	To provide a record of regular, annual and other special	Rev.0	YEAR				UPK
	meetingsheld by the commission.						
Hop Commission -	Payroll Records	89-10-45022	FISCAL	120 Months	0 Months	10 Years	Non-Archival
Office# 100	i ayıdırı (dodi'do	Rev.0	YEAR	.20 1110111113	0 1010111110	10 10413	OPR
J55// 100	Provides a detailed record of employee hours and subsequent	1.57.5	-, ",				]
	payroll activity.						

Hop Commission -	Payroll Records	90-01-45640	FISCAL	120 Months	0 Months	10 Years	Non-Archival
Office# 100	Provides a detailed record of employee hours and subsequent	Rev.0	YEAR				OPR
Han Campuigaian	payroll activity. Publications and Bulletins	00 40 45000	TERMINAT	70 Maintha	O Maratha	C \/ 2 2 7 2	A malais sal
Hop Commission - Office# 100	Publications and Bulletins	89-10-45039	ION OF	72 Months	0 Months	6 Years	Archival OFM
Office# 100	Historical record containing copies of all commission	Rev.0	CONTRAC				OFIVI
	publications including bulletins, newsletters and promotional		T				
	printing and other types of literature.		'				
Hop Commission -	Publications and Bulletins	90-01-45657	TERMINAT	72 Months	0 Months	6 Years	Archival
Office# 100		Rev.0	ION OF		•		OFM
	Historical record containing copies of all commission		CONTRAC				
	publications including bulletins, newsletters and promotional		Т				
	printing and other types of literature.						
Hop Commission -	Purchasing Records	90-01-45655	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OPR
	To Provide a record of supplies, materials and equipment						
	purchases						
Hop Commission -	Purchasing Records	89-10-45037	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100	T	Rev.0	YEAR				OPR
	To provide a record of supplies, materials and equipment purchases.						
Hop Commission -	Research Records	89-10-45034	FISCAL	72 Months	0 Months	6 Years	Archival
Office# 100	1 Cocaron (Coords	Rev.0	YEAR	72 101011113	O MONING	0 Todis	OFM
Gillioon 100	Documentation of research projects approved and carried out	1.00.0	12,				01 111
	by various researchers.						
Hop Commission -	Research Records	90-01-45652	FISCAL	72 Months	0 Months	6 Years	Archival
Office# 100		Rev.0	YEAR				OFM
	Documentation of research projects approved and carried out						
	by various researchers.						
Hop Commission -	State Audit Reports	90-01-45645	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OPR
	Provides a reocord of audit examinations performed by the state						
Hop Commission -	auditor. State Audit Reports	89-10-45027	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100	State Addit Reports	Rev.0	YEAR	72 MOHUIS	U WOULUS	o rears	OPR
Office# 100	Provides a record of audit examinations performed by the state	i Nev.o	ILAK				OFIX
	auditor.						
Hop Commission -	Travel Expenses	89-10-45035	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100	'	Rev.0	YEAR				OPR
	Provides documentation of expenses incurred by personnel						
	while traveling on commission business.						
Hop Commission -	Travel Expenses	90-01-45653	FISCAL	72 Months	0 Months	6 Years	Non-Archival
Office# 100		Rev.0	YEAR				OPR
	Provides documentation of expenses incurred by personnel						
	while traveling on commission business.						

Hop Commission -	WWII Oral History Curriculum	01-05-60065	Calendar	24 Months	0 Months	2 Years	Archival
Office# 522		Rev.0	Year				OFM
	Retain materials for WWII Oral History curriculum, committee						
	meetings, contracts.  NOTE: OPR changed to OFM after conversation with agency						
	records officer 3/28/2001.						